

**BOARD OF SUMTERCOUNTYCOMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Economic Development Coordinator**

DIVISION:

GENERAL DESCRIPTION:

Highly responsible professional, administrative, and technical work in the administration of all activities of Economic Development. Manages consultants utilized in support of essential job functions.

ESSENTIAL JOB FUNCTIONS:

1. Administers and carries out the directives of the County Administrator and within the policies of the Board of County Commissioners.
2. Produces regular status reports for the County Administrator regarding economic development activities and opportunities.
3. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
4. Recruits and retains agri-business and industry in Sumter County
5. Responsible for entrepreneurial industrial development support affecting relocation, expansion, or start-up services of industry in/into Sumter County.
6. Develops and implements short and long range agri-business and industrial retention, expansion, and recruitment marketing and support plans.
7. Serves as the Enterprise Zone Development Agency Coordinator.
8. Serves as the liason between the County and organizations directly involved in agri-business and industrial economic development activities.
9. Gathers statistics, reports and exhibits. Makes presentations and recommendations to the Board, County Administrator, Advisory Councils, Businesses, Industries, Federal, State and other agencies.
10. Serves on committees or boards, as appointed.
11. Regular attendance including attendance at day and night meetings.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county government functions and organization.
- Knowledge of business English, spelling, and punctuation.

Economic Development Coordinator

- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to work effectively with the public.
- Ability to effectively present to large audiences.
- Ability to work under pressure and meet deadlines
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs.

EDUCATION AND EXPERIENCE:

- Bachelor degree from an accredited four (4) year college or university in Public Administration, Business Administration, Marketing, or other related field.
- Six (6) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment. Works outside for field inspections and site visits periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

11/08/2011

Employee Statement

Economic Development Coordinator

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date